

## MILPERSMAN 1070-090

### CREATING THE ENLISTED PERMANENT PERSONNEL RECORD

<b>Responsible Office</b>	NAVPERSCOM (PERS-313C)	Phone:	DSN COM FAX	882-3406/3407 (901) 874-3406/3407 882-2664/2743
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

<b>References</b>	NAVCRUITCOMINST 1131.2B
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1. **Records Creation.** The service record custodian will send the required documents described below to Chief of Naval Personnel to create or reinstate the permanent personnel record when

<b>a member</b>	<ul style="list-style-type: none"> <li>• completes recruit training,</li> <li>• completes Navy Veteran/Other Service Veteran (NAVET/OSVET) indoctrination,</li> <li>• enters the Naval Academy Preparatory School (NAPS), or</li> <li>• enters or returns to duty in the Navy or Naval Reserve.</li> </ul>
<b>a recruit or NAVET/OSVET, before completing training or indoctrination</b>	<ul style="list-style-type: none"> <li>• is declared a deserter,</li> <li>• is discharged with an entry level separation, or</li> <li>• dies.</li> </ul>
<b>an officer candidate or Naval Academy midshipman</b>	<ul style="list-style-type: none"> <li>• is disenrolled from training and retained in naval service as an enlisted member,</li> <li>• is discharged with an entry level separation, or</li> <li>• dies.</li> </ul>

**2. Documents for Member who Completes Recruit Training or NAVET/OSVET Indoctrination.** Send the following documents:

DD 4	Enlistment/Reenlistment Document - Armed Forces of the United States	Original. Print "NAVET/OSVET", as appropriate, between the perforation holes on page 1 (cancelled 9-96).  Annex(es).  Original(s) in alphabetical order.
DD 2366	Montgomery GI Bill (MGIB) Act of 1984 (MGIB)	Original, when applicable.
DD 2384-1	Notice of Basic Eligibility(NOBE)	Original
OPNAV 1780/1	Statement of Understanding - Selected Reserve Educational Assistance Program	Original
NAVPERS 1070/621	Agreement to Extend Enlistment	Original, when applicable.
NAVPERS 1070/604	Enlisted Qualifications History	Original
OPNAV 5350/1	Drug and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, if applicable.
NAVPERS 1070/602	Dependency Application/Record of Emergency Data (Part II)	Original, if applicable.
SF 88	Report of Medical Examination	Original
SF 93	Report of Medical History	Original

**3. Documents for Recruit or NAVET/OSVET Deserter.** If a recruit or NAVET/OSVET is declared a deserter, send a copy of the following documents in addition to the documents listed above:

NAVPERS 1070/606	Record of Unauthorized Absence	
NAVPERS 1070/613	Administrative Remarks	Declaration of desertion message entry.

4. **Documents for Recruit or NAVET/ OSVET Discharged with Entry Level Separation.** If a recruit or NAVET/OSVET is discharged with an entry level separation, send a copy of the following documents in addition to the documents listed under "Completes Recruit Training or NAVET/OSVET Indoctrination:"

NAVPERS 1070/613	Administrative Remarks	Original
DD 214	Certificate of Release or Discharge from Active Duty	Copy No. 2
NAVCOMPT 3067	Detaching (Departing) Endorsement to Orders	Part 5
	Aptitude Board's Report or other documentation authorizing discharge without prior approval of Chief of Naval Personnel.	
NAVPERS 1070/609	Enlisted Performance Record (current for periods through December 1995)	Original, if applicable.

5. **Documents for NAPS Candidate, Except Fleet Personnel.** When candidates, except fleet personnel, enter the NAPS, send the following documents:

DD 4	Enlisted/Reenlistment Document, Armed Forces of the United States	Original
Annexes	When applicable	
NAVPERS 1070/613	Administrative Remarks	Original  Only for entries provided with Naval Academy letter of selection.
DD 1966	Record of Military Processing - Armed Forces of the United States	Original
OPNAV 5350/1	Drugs and Alcohol Abuse Statement of Understanding	Original
DD 93	Record of Emergency Data	First page, second copy, or, as appropriate.
NAVPERS 1070/602	Dependency, Application/Record of Emergency Data (Part II).	Original

6. How to Send the Documents

a. Securely fasten the documents into a single, complete group for only one member. Several groups may be sent in a single mailing envelope or container to:

**Navy Personnel Command  
PERS-313C1  
5720 Integrity Drive  
Millington, TN 38055-3130**

b. Mark the mailing envelope "DO NOT OPEN IN MAIL ROOM."